# KEY INFORMATION SUMMARY SHEET COUNTY OF MILWAUKEE

# Request for Proposals Consultant Services for a Comprehensive Facilities Plan

RFP Issue Date:

May 23, 2011

RFP Issuing Office:

**Department of Transportation & Public Works** 

**Administrator:** 

Julie Esch, Budget & Policy Administrator

2711 W. Wells Street, Room 311

Milwaukee, WI 53208 Phone: 414-278-4865

Fax: 414-223-1899

Email: julie.esch@milwcnty.com

Pre-Proposal Conference: June 7, 2011 at 9:00 a.m., 5th Floor

Send Proposals to:

**Department of Transportation & Public Works** 

2711 W. Wells Street, Room 319

Milwaukee, WI 53208

Attention: Marina Borges

Closing Date and Time:

June 21, 2011 at 2:00 p.m.

This proposal can be found on Milwaukee County's website at the following address: <a href="https://www.county.milwaukee.gov">www.county.milwaukee.gov</a> then click on Business Opportunity Portal Link.

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### 1.1 Summary Statement

Milwaukee County's Department of Transportation & Public Works (DTPW) is seeking proposals from qualified consulting firms to develop a comprehensive facilities plan for Milwaukee County. The purpose of this Request for Proposals ("RFP") is to select one or several consultants who will perform an analysis and may be retained and used on an as-needed basis, to assist the County in all aspects of facilities planning, facilities assessment, portfolio management, market evaluations and environmental sustainability plans for County-owned facilities. This process is in accordance with Milwaukee County General Code of Ordinances Chapter 56.30.

### 12 Contract Duration

The term of this Contract is for a six-month period beginning at the time of contract award.

### 1.3 Contract Manager

The sole point-of-contact in DTPW for purposes of this RFP prior to the award of any contract is the Budget & Policy Administrator as listed below:

Name Julie Esch

Department Transportation & Public Works

Division Director's Office

Address 2711 Wells Street, Milwaukee, WI 53208

Phone 414-278-4865 Fax 414-278-1899

E-mail julie.esch@milwcnty.com

### 1.4 Proposal Schedule

The following tentative schedule is a list of events relating to this RFP.

Release RFP	May 23, 2011
Pre-Proposal Response Form Returned	May 31, 2011
Pre-Proposal Conference	June 7, 2011
Due Date for Questions	June 10, 2011
Proposal Responses Due	June 21, 2011
Proposer Selection	June 28, 2011
Approval of Contract	July 8, 2011
Anticipated Execution of Contract	July 8, 2011

### 1.5 Pre-Proposal Conference

A Pre-Proposal Conference will be held at 9:00 a.m. on June 7, 2011, at City

Campus, 2711 W. Wells Street, Milwaukee, WI 53208, on the third floor. Attendance at the Pre-Proposal Conference is not mandatory, but all interested Proposers are encouraged to attend in order to facilitate better preparation of their proposals. In addition, attendance may facilitate the Proposer's understanding of RFP requirements.

A copy of the minutes of the Pre-Proposal Conference will be made available to potential Proposers on the County's website. The identity of the company and details of how to obtain a transcript copy will be provided. Vendors who do not attend the Pre-Proposal Conference will be responsible for referring to the website, which can be accessed using the link on the cover page of this RFP, for answers to questions and meeting minutes.

In addition, as promptly as is feasible, subsequent to the Conference, a summary of the Pre-Proposal Conference and all questions and answers known at that time will be on Milwaukee County's website, which can be accessed using the link on the cover page of this RFP.

In order to ensure adequate seating and other accommodations at the Pre-Proposal Conference, it is requested that **by May 31, 2011,** all potential Proposers planning to attend return the Pre-Proposal Conference Response Form or call the **Contract Manager at 414-278-4865** with such notice. The Pre-Proposal Conference Response Form is included as Attachment A to this RFP. In addition, if there is a need for sign language interpretation and/or other special accommodations due to a disability, it is requested that at least five days advance notice be provided. The Department will make reasonable efforts to provide such special accommodation.

### 1.6 Questions

The Contract Manager, prior to the pre-proposal conference, will accept written questions from prospective Proposers. If possible and appropriate, such questions will be answered at the pre-proposal conference. (No substantive question will be answered prior to the pre-proposal conference.) Questions may be submitted by mail, facsimile, or preferably, by e-mail to the Contract Manager. Questions, both oral and written, will also be accepted from prospective Proposers attending the Pre-Proposal Conference. If possible and appropriate, these questions will be answered at the Pre-Proposal Conference.

Questions will also be accepted subsequent to the Pre-Proposal Conference by the Contract Manager until June 10, 2011. Questions received after June 10, 2011 will be answered based on the availability of time to research and communicate an answer and to determine whether an answer can be given before the proposal due date.

Answers to all substantive questions that have not previously been answered and are not clearly specific only to the requestor, will be distributed to all vendors who are known to have received a copy of the RFP.

### 1.7 Proposals Due (Closing) Date

An unbound original and six (6) bound copies of the proposal must be received by the Contract Manager, at the address listed, no later than June 21, 2011, 2:00 p.m. (local time) in order to be considered. It is the responsibility of the vendor to ensure receipt of proposal to the Contract Manager by the due date and time. Proposals received after due date and time will be returned unopened.

Requests for extension of this date or time will not be granted. Proposers mailing proposals should allow sufficient mail delivery time to ensure timely receipt by the Contract Manager. Proposals may not be submitted by e-mail or facsimile. Proposals will not be opened publicly.

### 1.8 Duration of Offer

Proposals submitted in response to this RFP are irrevocable for 180 days following the closing date of proposals or of Best and Final Offers (BAFOs), if requested. This period may be extended at the Contract Manager's request only with the Proposer's written agreement.

### 1.9 Revisions to the RFP

If it becomes necessary to revise this RFP before the due date for proposals, amendments will be provided to all prospective Proposers who were sent this RFP or otherwise are known by the Contract Manager to have obtained this RFP. Amendments made after the due date for proposals will be sent only to those Proposers who submitted a timely proposal.

Acknowledgment of the receipt of all amendments to this RFP issued before the proposal due date must accompany the Proposer's proposal in the transmittal letter accompanying the proposal submittal. Acknowledgement of the receipt of amendments to the RFP issued after the proposal due date shall be in the manner specified in the amendment notice. Failure to acknowledge receipt of amendments does not relieve the Proposer from complying with all terms of any such amendment.

### 1.10 Cancellations; Discussions

DTPW reserves the right to cancel this RFP, accept or reject any and all proposals, in whole or in part, received in response to this RFP, to waive or permit cure of minor irregularities, and to conduct discussions with all qualified or potentially qualified Proposers in any manner necessary to serve the best interests of the County. DTPW also reserves the right, at its sole discretion, to award a contract based upon the written proposals received without prior discussions or negotiations.

### 1.11 Incurred Expenses

The County will not be responsible for any costs incurred by a Proposer in preparing and submitting a proposal, in making an oral presentation, in providing a

demonstration, or in performing any other activities relative to this RFP.

### 1.12 Multiple or Alternate Proposals

Multiple and Alternate proposals will not be accepted.

### 1.13 Disadvantaged Business Enterprises

The successful Proposal shall comply with CRF 49 Part 23 and 26 and Chapter 42 of the Milwaukee County Code of General Ordinances (ordinance can be found at www.municode.com), which requires Good Faith Efforts (GFE) to achieve participation of certified Disadvantaged Business Enterprise (DBE) firms on all Milwaukee County funded contracts with a DBE goal. The DBE participation goal for this contract is 25%. In accordance with this Milwaukee County policy, the Proposal shall ensure the DBEs have an opportunity to participate in this contract. Proposer shall refer to the DBE information and forms contained in Attachment B. Information on DBE requirements may also be obtained by contacting the Office of Community Business Development Partners at (414) 278-5248.

### 1.14 Proposer Responsibilities

The selected Proposer(s) shall be responsible for all products and services required by this RFP. Subcontractors must be identified and a complete description of their role relative to the proposals must be included in the Proposer's proposals.

### 1.15 Mandatory Contractual Terms

By submitting an offer in response to this RFP, a Proposer, if selected for award, shall be deemed to have accepted the terms of this. Any exceptions to this RFP must be clearly identified in the Executive Summary of the proposal. A proposal that takes exception to these terms may be rejected.

### **SECTION 2 – SCOPE OF WORK**

### 21 Purpose and Background

2.1.1 Milwaukee County provides numerous programs and services that range from public safety and human services to clerk and treasurer functions. Property management is not centralized and many programs have their own facilities. These departments generally manage their space needs within their own locations. The majority of the remaining facilities are managed by two separate units, DTPW-Facilities Management Division and the Department of Health and Human Services (DHHS) personnel. The DTPW-Facilities Management Division oversees the majority of County facilities including the Courthouse and City Campus. DHHS personnel manage the Behavioral Health Division's Mental health Complex and the Coggs Center.

### 2.1.1 Exclusions

For the purposes of this RFP, proposals shall not include facilities used for recreational purposes, General Mitchell International Airport, Timmerman Airport, the Zoo and the Criminal Justice Facility. A table of all County assets can be found in Attachment C.

### 2.1.2 Goals of the Contract

- Consolidate Milwaukee County's real estate holdings based on "highest and best use"
- ✓ Maximize value of Milwaukee County's real estate portfolio through the sale of properties that do not meet the test of "highest and best" use
- ✓ Reduce the County's overall facilities operational costs
- ✓ Reduce the number and degree of liabilities associated with the County's ownership of its facilities. This not only includes safety but environmental/sustainability considerations.
- ✓ Reduce the geographic scope of real estate holdings, which are located throughout the County
- ✓ Submittal of a final report to be produced within 180 days of commencement
  of contract that incorporates Milwaukee County's comments

### 2.2 Specific Requirements

### 2.2.1 Develop a Comprehensive Facilities Plan

Develop a Comprehensive Facilities Plan for County-owned and County-leased facilities. Perform an opportunity assessment of the County of Milwaukee's significant real property assets, excluding those identified in Section 2.1.2. Upon notification from the County's Project Manager, the Consultant is to begin

work and be completed within 180 days. At a minimum, this objective shall include:

- 2.2.1.1 Update the Countywide Space Allocation and Analysis developed in 2009 for Milwaukee County to determine which properties are vacant or underutilized.
- 2.2.1.2 Perform a safety analysis of County facilities and rate the facilities based on outstanding safety issues that need to be addressed. Analyze the cost effectiveness of operating the facilities given safety and other relevant issues and determine whether a facility if underused or is surplus (i.e., determine the highest and best use) for County purposes by providing a value assessment of each alternative.
- 2.2.1.3 Develop a plan that focuses on environmental sustainability regarding the operation of County facilities.

### 2.2.2 Perform Market Analysis

Evaluate the County's leased and owned office space use and estimate the County's needs over the next three years. Identify and evaluate the occupancy costs of County ownership as compared to the occupancy costs of leasing based on an assessment of highest and best use. Provide recommendations and an implementation plan for the County to meet its projected needs and quantify the costs of the recommendations as compared to the alternatives.

### 2.2.3 Develop Plan Implementation Tools

Recommend a planning and/or management structure for implementing the elements recommended in the comprehensive facilities plan. Develop a methodology for prioritizing the recommendation the facilities plan using criteria that can be understood by all stakeholders including management and elected officials.

### **SECTION 3 - PROPOSAL FORMAT**

### 3.1 Proposals

Proposals must be submitted to Marina Borges (address listed on the cover page of this RFP). An unbound original, so identified, and six (6) bound copies are to be submitted.

### 3.2 Submission

The sealed proposals must bear the RFP title, name and address of the Proposer, and the closing date and time for receipt of the proposals on the outside of the package. All pages must be consecutively numbered from beginning (Page 1) to end (Page "x").

### 33 Proposal

### 3.4.1 Transmittal Letter:

A transmittal letter must accompany the proposal. The purpose of this letter is to transmit the proposal and acknowledge the receipt of any addenda. The transmittal letter should be brief and signed by an individual who is authorized to commit the Proposer to the services and requirements as stated in this RFP.

The Department asks that you not contact members of the Selection Committee (other than to submit questions, in e-mail format, as outlined above) members of the County Board of Supervisors, the County Executive or any other County representatives or employees. If you do contact a Milwaukee County representative, your response should identify the name of the party you contacted and you should also notify Julie Esch if you contact anyone after your firm's submission.

The letter should indicate that you have read Chapters 9 (Ethics) and 56.30 (Professional Services) of the Milwaukee County Code of General Ordinances. These ordinances can be found at: <a href="http://library2.municode.com/">http://library2.municode.com/</a>.

Only one transmittal letter is needed and it does not need to be bound with the proposal.

### 3.4.2 Format of Proposal:

Inside the sealed package described in Section 3.3, above, an unbound original, to be so labeled, and six (6) bound paper copies shall be enclosed. Section 2 of this RFP provides requirements and Section 3 provides reply instructions. The paragraphs in these RFP sections are numbered for ease of reference. In addition to the instructions below, the Proposer's proposals should be organized and numbered in the same order as this RFP. This proposal organization will allow County officials and the Evaluation Committee to "map" Proposer responses directly to RFP requirements by paragraph number. The proposal shall include:

- 3.4.2.1 <u>Title and Table of Contents:</u> The proposal should begin with a title page bearing the name and address of the Proposer and the name of this RFP. A table of contents for the proposal should follow the title page. Information that is claimed to be confidential is to be placed after the Title Page and before the Table of Contents in the Proposer's Proposal, if applicable. Unless there is a compelling case, an entire proposal should not be labeled confidential but just those portions that can reasonably be shown to be proprietary or confidential.
- 3.4.2.2 Executive Summary: The Proposer shall condense and highlight the contents of the proposal in a separate section titled "Executive Summary." The summary shall also identify any exceptions the Proposer has taken to the requirements of this RFP or any other attachments. Warning: Exceptions to terms and conditions may result in having the proposal deemed unacceptable or classified as not reasonably susceptible of being selected for award. If an Proposer takes no exception to County's terms and conditions, the Executive Summary should so state.
- 3.4.2.3 Proposer Response to RFP Requirements: The Proposer must address each criterion in the proposal and describe how the proposed services will meet the requirements as described in the RFP. If the County is seeking Proposer agreement to a requirement, the Proposer shall state agreement or disagreement. As stated above, any exception to a term or condition may result in having the proposal deemed unacceptable or classified as not reasonably susceptible of being selected for award. Any paragraph that represents a work requirement shall include an explanation of how the work will be done.
- 3.4.2.4 <u>Proposer Experience and Capabilities:</u> Proposers shall include information on past experience with similar requirements. Proposers shall describe their experience and capabilities through a response to the following:
  - An overview of the Proposer's experience providing services similar to those included in this RFP. This description shall include:
    - ✓ A summary of the services offered
    - ✓ The number of years the Proposer has provided these services
    - ✓ The number of clients and geographic locations the Proposer currently serves
  - An organization chart of the Proposer showing all major component units, which component(s) will perform the requirements of this contract, where the management of this contract will fall within the organization, and what corporate resources will be available to support this contract in both primary and secondary, or back-up roles is required. Also, provide the names and titles of the key management and any other personnel directly involved with supervising the services rendered under this

contract along with their resumes.

- 3.4.2.5 <u>References</u>. References of up to three of its customers who are capable of documenting:
  - The Proposer's ability to manage projects of comparable size and complexity
  - The quality and breadth of services provided by the Proposer
  - Each client reference must include the following information:
    - ✓ Name of client organization
    - ✓ Name, title, and telephone number of Point-of-contact for client organization
    - ✓ The services provided and scope of the contract.

Note: The County shall have the right to contact any reference as part of the evaluation and selection process.

- 3.4.2.6 <u>Subcontractors:</u> Proposers must identify subcontractors, if any, and the role these subcontractors will have in the performance of the contract.
- 3.4.2.7 Proposer shall indicate the hourly rate for any and all skilled categories that Proposer proposes to use to complete assignment(s) per the task order(s). Offer shall include any management that will fall within the organization and corporate resources available with hourly rates to support contract both primary and secondary or back-up roles.

# SECTION 4 – EVALUATION CRITERIA AND SELECTION PROCEDURE

### 4.1 Evaluation Criteria

Evaluation of the proposals will be performed by a committee organized for that purpose. Evaluations will be based on the criteria set forth below. The Contract resulting from this RFP will be awarded to the Proposer that is most advantageous to the County, considering the evaluation factors set forth herein.

### 42 Criteria

The criteria to be applied to a proposal are listed below:

- Proposer Experience and Capabilities. (Ref. Section 3.4.2.4)
- References. (Ref. Section 3.4.2.5)

### 4.3 Selection Procedures

4.3.1 Selection Process Sequence

Proposals will be reviewed by a selection committee comprised of County staff who will recommend a list of three firms, considered to be the most qualified to provide the required services, to be interviewed by the committee, if necessary. Upon completion of the interviews, the selection committee will recommend the firm ranked as most qualified to the Contract Manager. The Contract Manager shall then attempt to contract for property management services with the recommended firm. If a satisfactory contract cannot be achieved, the Contract Manager will enter into negotiations with the selection committee's second choice.

The County also reserves the right to reject any and all proposals or call for additional submittals. The process may be modified or canceled at any time prior to a contract being awarded.

### **ATTACHMENTS**

ATTACHMENT A – Pre-Proposal Conference Response Form. It is requested that this form be completed and submitted as described in RFP Section 1.5 by those potential Proposers who plan on attending the conference.

ATTACHMENT B – Disadvantage Business Enterprise Information and Forms as described in Section 1.13.

ATTACHMENT C – Milwaukee County asset management list as described in Section 2.1.1.

### ATTACHMENT A - PRE-PROPOSAL RESPONSE FORM

# Milwaukee County Department of Transportation & Public Works Comprehensive Facilities Plan

A Pre-Proposal Conference will be held on Tuesday, June 7, 2011 at 9:00 a.m. in the 5<sup>th</sup> Floor conference room of City Campus, 2711 W. Wells Street, Milwaukee, WI 53208. Please return this form by May 31, 2011 advising whether or not you plan to attend.

For directions to the meeting site, you may contact Marina Borges at 414-278-4941.

Return or fax this form to the Contract Manager:

Julie Esch, Budget & Policy Administrator 2711 W. Wells Street, Room 311 Milwaukee, WI 53208

Phone: 414-278-4865

Fax: 414-278-1899

### Please indicate:

Yes, the following representatives will be in attendance:

1.

2.

No, we will not be in attendance.

## ATTACHMENT B – DISADVANTAGED ENTERPRISE BUSINESS GOALS AND INFORMATION

(See Next Page)

### **ATTACHMENT A**

### DISADVANTAGED BUSINESS ENTERPRISE (DBE) REQUIREMENTS

1. The successful contractor/service provider <a href="mailto:shall-comply">shall comply</a> with CFR 49 Part 23 and 26 and Chapter 42 of the Milwaukee County Ordinances, which requires Good Faith Efforts (GFE) to achieve participation of certified Disadvantaged Business Enterprise (DBE\*) firms on all USDOT and Milwaukee County funded contracts with a DBE goal. In accordance with this Milwaukee County policy and USDOT requirements, the contractor/service provider shall ensure that DBEs have an opportunity to participate in this contract.

### **During Solicitation Process**

- 2. The Community Business Development Partners (CBDP) Office of Milwaukee County will make the determination that a contractor/service provider has made a good faith effort (GFE) to achieve the established DBE participation goal by doing either of the following:
  - a. Show evidence that it has met the DBE participation goal by submitting a complete Commitment to Subcontract with DBE Firms (DBD-014 form) with their proposal; or
  - b. Documents that it made good faith efforts to meet the DBE participation goal, even though it did not succeed in achieving it. In this case, the contractor/service provider must submit the <u>Certificate of Good Faith Efforts</u> (**DBD-001 form**) and all relevant documentation with their proposal.
- 3. Contractors/service providers should note that for the purpose of determining compliance with DBE requirements, only DBEs that have been certified by the State of Wisconsin Unified Certification Program (UCP) prior to the proposal due date may be listed on the Commitment to Subcontract with DBE Firms form and counted towards the DBE requirements. If you need assistance related to certified DBE firms, contact the CBDP Office at (414) 278-4747.
- 4. The efforts employed by the contractor/service provider should be those that one could reasonably expect to be taken if the contractor/service provider were actively and aggressively trying to obtain DBE participation sufficient to meet the DBE contract goal. Mere pro forma efforts are not good faith efforts to meet the DBE participation contract goal. (49 CFR §26.53 and Appendix A to 49 CFR Part 26, which provides guidance regarding GFE).
- 5. In the event the CBDP Office determines that the contractor/service provider has failed to meet the GFE requirements, the contractor/service provider is entitled to appeal this determination. The provisions of 49 CFR §26.53(d) apply to such an appeal. A request for

<sup>\*</sup> The term "DBE" means small business concerns known as Disadvantaged Business Enterprise (DBE) firms owned at least 51% by socially and economically disadvantaged individuals, and certified by the State of Wisconsin UCP under CFR 49 Part 26.

administrative reconsideration must be sent within three (3) calendar days of receiving written notice of the failure to meet the GFE requirement. The request should be sent to:

CBDP Office City Campus, Room 830 2711 West Wells Street Milwaukee, WI 53208

- 6. Contractor/service provider must submit with its proposal, the <u>Subcontractor/Supplier Information Sheet</u> (DBD-002 form); a complete <u>Commitment to Subcontract with DBE Firms</u> (DBD-014 form); or if the contractor/service provider is not able to meet the DBE goal, a complete <u>Certificate of Good Faith Efforts</u> (DBD-001 form) and all relevant documentation.
- 7. When evaluating a contractor/service provider's proposed DBE commitment (**DBD-014 form**), Milwaukee County reserves the right to request any documentation from both the contractor/service provider and the listed DBE subcontractors. If the information requested is not submitted by the contractor within the time specified for such submission, Milwaukee County may determine the contractor/service provider to be non-responsive and thereby remove them from further consideration for contract award.

### **Following Contract Award**

- 8. The contractor/service provider shall prepare and submit accurate and timely forms and reports on DBE utilization after contract award. These shall include, but not be limited to <u>DBE Utilization Reports</u>, and other forms as directed. Failure to submit forms and reports as prescribed herein, may result in delay of payments, or other sanctions deemed appropriate by the County, including those listed under Section (9), below.
- 9. When evaluating the performance of this contract after contract execution, Milwaukee County reserves the right to conduct compliance reviews and request, both from the contractor/service provider and DBE subcontractor(s), documentation that would indicate level of compliance. If the contractor/service provider is not in compliance with the specifications, the County will notify the contractor/service provider in writing of the corrective action that will bring the contractor/service provider into compliance. If the contractor/service provider fails or refuses to take corrective action as directed, Milwaukee County may take one or more of the actions listed below:
  - a. Terminate or cancel the contract, in whole or in part.
  - b. Remove the contractor/service provider from the list of qualified consultant/service providers and refuse to accept future proposals for a period not to exceed three (3) years.
  - c. Impose other appropriate sanctions, including withholding any retainage or other contract payments due which are sufficient to cover the unmet portion of the DBE contract commitment, where the failure to meet the DBE contract commitment is the result of a finding by the CBDP Office of consultant/service provider's bad faith.

- d. If the contractor/service provider has completed its contract, and the DBE contract commitment was not met due to an absence of good faith on the part of the contractor/service provider as determined under 49 CFR Part 26, the parties agree that the proper measure of damages for such non-compliance shall be the dollar amount of the unmet portion of the DBE contract commitment. The County may in such case retain any unpaid contract amounts and retainage otherwise due the contractor/service provider, up to the amount of the unmet DBE contract commitment. If insufficient funds remain in the contract account to compensate the County up to that amount, Milwaukee County may bring suit to recover damages up to the amount of the unmet commitment, including interest at the rate of 12% annually, plus the County's costs, expenses and actual attorney's fees incurred in the collection action.
- 10. <u>DBE Contract Goal</u>: Contractor/service provider shall utilize DBE firms to a minimum of the specified DBE contract goal. The DBE participation goal relative to contract award shall be based upon the approved <u>Milwaukee County Commitment to Subcontract with DBE Firms</u> (DBD-014 form). Contractor/service providers receiving additional work on the contract in the form of addendum, etc. shall be expected to increase DBE participation proportionally.
- 11. Contractor/service provider shall be credited for expenditures to DBE firms toward the requirements, if all of the identified scope of work has a commercially useful function in the actual work of the contract and is performed directly by the listed certified DBE firm. The CBDP Office through the application of 49 CFR §26.55(c) will be responsible for the determination and evaluation of whether or not the firm is performing a commercially useful function on this project.
- 12. Contractor/service provider is required to notify the CBDP office if their DBE subcontractors will further subcontract out work on this project. Credit will be given based on actual participation by DBE firms.
- 13. Listing a DBE on the Commitment to Subcontract with DBE Firms Form shall constitute a written representation and commitment that the contractor/service provider has communicated and negotiated directly with the DBE firm(s) listed, and that it will use the listed firm(s). If awarded the contract, the contractor/service provider will enter into a subcontract agreement with the DBE firm(s) listed on the Commitment to Subcontract with DBE Firms form for the work and price set forth thereon. This agreement must be submitted to the CBDP Office within seven (7) days from the Notice to Proceed.
- 14. Contractor/service provider must maintain DBE participation and performance logs. If the DBE firm(s) cannot perform, or if the contractor/service provider has a problem in meeting the DBE goal, or any other problem relative to the DBE goal requirement, the contractor shall immediately contact the CBDP Office at (414) 278-5248. If needed, contractor must submit a written request for substitution, including the reason for the request and the log. Approval must be obtained prior to making substitutions. Any difference in the cost occasioned by such substitution shall be borne by the contractor.

- 15. DBE Utilization Reports/Payment Request After Contract Award. DBE Utilization Reports (DBD-016 form) must be submitted with payment request by the contractor/service provider after contract award. These reports must cover the period from the start of the project to the end of the period covered by the payment request being submitted or the period since the last payment request. The reports must be submitted even if no DBE activity took place during the period being reported. The County Project Manager/Administrator will reject payment request that are not in compliance with this section.
- 16. <u>Final Payment Verification</u>. The contractor/service provider must submit the "DBE Subcontractor Payment Certification" form (DBD-018 form) and the final DBE Utilization Report along with their Final Payment Request. The County Project Manager/Administrator will not process the Final Payment Request if these reports are not submitted.
- 17. Milwaukee County reserves the right to waive any of these specifications when it is in the best interest of the County and with the concurrence of the CBDP Office.

### COMMITMENT TO SUBCONTRACT WITH *DBE* FIRMS

PF	ROJE	CT No.: PROJECT	TITLE:				
TO	OTAI	L CONTRACT AMOUNT (*) \$			DBE Goa	l <u>:</u>	(*)
		Subcontract Agreements with DBE firm	(s) MUST b	e submitted W	ithin Seven (7) Days fron	n Receipt of Notice to	Proceed
A	v	Name of DBE <sup>(**)</sup> Firm(s)			cope of Work ailed Description	Subcontract Amount	% of Total Contract
		J 5-					
(If	using	more DBE firms, include them in separate nota	rized form)				
	·	,	,	To	otal \$ Amount of DBE	Tot	al %
agı my	reem	that the identified services and costs we ents with the DBE firm(s) listed for the wledge. I further understand that falsific pplicable Local, State or Federal laws.	(Phone services sp cation, fraud	No pecified. The i	) intend nformation on this form is	ts to enter into subco s true and accurate to	ntract the best of
		of Authorized Representative			rized Representative	Date	
Su	bscri	bed and sworn to before me this					
Sigr	nature	of Notary Public [SEAL]	State o	f	, My Commission ex	xpires	
Е. Т	cdude al	Il allowances ay include any firms certified as DBEs by the State of Wisconsin I	JCP prior to the bic	d due date.			
OI	R CBI	DP USE ONLY: (A) \$ (V) \$	Total 9	%СВ	DP APPROVAL:	-	
				_	Signature		Dute

# MILWAUKEE COUNTY COMMUNITY BUSINESS DEVELOPMENT PARTNERS OFFICE DBE PAYMENT CERTIFICATION

### "DBE" PAYMENT CERTIFICATION

This form must be attached to the final Certificate for Payment Request by Primary Contractor/Consultants. County Department Issuing Contract/Project\_\_\_\_\_ Contract/Project Title\_\_\_\_\_ Project No. \_\_\_\_ Project Name: \_\_\_\_ \*SECTION (A) DBE FIRM COMPLETES IF FINAL PAYMENT HAS BEEN RECEIVED I hereby certify that our firm received \$\_\_\_\_\_\_ total payment for subcontract work on the above referenced Milwaukee County project or contract. Date\_\_\_\_\_\_, 200 BOTH PRIME CONTRACTOR AND DBE FIRM COMPLETE IF FULL \*SECTION (B) PAYMENT HAS NOT BEEN MADE TO DBE FIRM AND A BALANCE REMAINS TO BE PAID. I hereby certify that our firm has paid to date a total of \$\_\_\_\_\_ and will pay the balance of \$ upon receipt of payment from Milwaukee County for subcontract work on the above referenced project. Date\_\_\_\_\_\_, 200 (Prime Consultant/Contractor's Signature) (Print Name & Title)

(Print Name & Title)

(DBE Subconsultant/Subcontractor Signature)



## MILWAUKEE COUNTY COMMUNITY BUSINESS DEVELOPMENT PARTNERS (CBDP) OFFICE

### **CERTIFICATE OF GOOD FAITH EFFORTS**

The intent of this certification is to document the good faith efforts implemented by the contract bidder/respondent in soliciting and utilizing DBE firms to meet DBE participation requirements. This certificate will assist Milwaukee County in determining whether the contract bidder/respondent has implemented comprehensive good faith efforts.

	nent "good faith" efforts to the satisfaction of	•	J	
•	, do hereby acknown, who has been ty Project:	wledge that I am theidentified as a bidder/res	spondent on th	of he following
Project No.	Project Title	Total Contract	DBE Per	centage
		Amount	Goal	Pledged
Provide a brief su (Attach additiona	ammary on why you believe your firm is unall pages if necessary.)	able to meet the DBE partic	ipation goals o	n this project
<u> </u>		<u> </u>		
	<del></del>	<u>.                                    </u>		
I hereby certify to DBE participation questions:	hat I have utilized comprehensive "good fain requirements of this contract proposal,	th" efforts to solicit and uti as demonstrated by my	ilize DBE firms responses to th	s to meet the he following
	A. Identifying Subcont	tract Work Items		
likelihood of med	t are encouraged to select portions of work teting DBE goals. In selecting work to be king down contracts into economically feasible	subcontracted, bidder/response	ondent will con	l increase the sider, where
Which portion subcontracted	n(s) or section(s) of the contract proposal, to DBE firms (or broken down into econom	in terms of the nature of ically feasible units to facili	work, were se	elected to be cipation)?
· .				
		<u> </u>		
	<u> </u>	<u> </u>	_	

B. Notifying DBE Firms of Contracting Opportunities

	In the table below, indicate which fi appropriate space, also indicate whe page(s) so that all companies contact to this certificate.)	n firms received su	bsequent telephone so	licitations. Plea	ase attach additional
	Company Contacte	ed	Date of Written Notification	DBE (Yes/No)	Date of Follow-up Telephone Call
		· · · · · · · · · · · · · · · · · · ·			
$\vdash$		·	<del></del>		
	Identify publications in which annou of proof of each announcement or no   Published Announcem	tification.)			Date
!	<del></del>				
4. noti (Att	Identify DBE associations or o iffications. Provide name of person a tach copies of letters sent as proof of	and date of follow notification.)	-up call. If no follow	v-up calls made	e, explain why not
	DBE Association/Organization	Date of Notification	Contact Pe	rson	Date of Follow-Up Call
			<u> </u>	G	
5.	Were the services of the Milwauke to assist in the recruitment of DBE	e County's Commi	unity Business Develop	ment Partners (	CBDP) Office used
	Yes No				
	Contact was made by: telep	honewritte	n correspondence		
	Date contacted:	Person Conta	cted:		

C. Providing DBEs With Assistance

6. Explain any efforts undertaken to provide DE requirements of the contract:	BE firms with adequate information about project scope of work and
7. Describe any efforts undertaken to assist into by Milwaukee County or the contractor:	erested DBE firms in obtaining lines of credit or insurance required
<ol> <li>Describe any other efforts initiated to provid project.</li> </ol>	le special assistance to DBE firms interested in participating in the
Bidder/respondent must solicit proposal/quotes in from interested DBE firms must not be rejected b  9. Indicate in the table below which DBE firm	al/Quotes From Interested DBE Firms  In good faith with interested DBE firms. Quotes, proposals, and bids by contractors without sound justification.  It is submitted quotes on the contract proposal. Also, provide a brief oject quotes were rejected. Please attach additional pages(s) if
Name/Address/Contact Person of DBE Firm	Work Quoted and Explanation for Rejecting Quotes
*	

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	<u> </u>	
NOTE:	County's Community Business I	forth above is the minimum information required by Milwaukee Development Partners (CBDP) Office and CBDP may request the non certain other actions taken to secure DBE participation in an effort
		<u>AFFIDAVIT</u>
STATE C	OF WISCONSIN )	
	) ss	
COUNTY	/ OF)	
The undecorrect to	rsigned, having been first duly sw the best of his/her knowledge and	vorn, says that the information given in the above certificate is true and belief.
		Signed:
		Authorized Representative
Subscribe	d and sworn to before me:	
This	day of	, 20
	Notary Public	
My comm	ission expires	, 20



2
roject No:
FIRM:

# SUBCONTRACTOR/CONSULTANT/SUPPLIER INFORMATION SHEET

Pursuant to Federal Regulations, Milwaukee County is required to collect information on subcontractor/consultants/suppliers submitting quotes to contractor/service providers that submit proposals on Milwaukee County projects. Provide the following information on DBE and non-DBE bids or quotes. Submit this information with proposal.

-						
Work or Service to be Performed						
Date Annual Gross Established Receipts (**)						
Date Firm Established						
Address						
DBE Yes/No		-				
Name						
Σ.			-	_	:	

Check if this sub-consultant's quote has been used in your proposal.

Annual Gross Receipts: A: Less than \$250,000

B: \$250,000 to \$500,000

D: \$1 million to \$5 million

C: \$500,000 to 1 million F: More than \$15 million

Note: Information gathered on the background and financial status of firms is protected from disclosure.

### ATTACHMENT C - MILWAUKEE COUNTY ASSET MANAGEMENT LIST

(See Next Page)

# ATTACHMENT C - Milwaukee County Asset Management List for the Comprehensive Facilities Plan RFP

Property Owner	Value		Asset ID Asset - Name	Site - Name	Address	Voor Rit	0 Et
Art Memorial Center	¥	80 624 525					
	→ •	50,420,00		Museum	800 W. Wells	1961	349,098 Other
Art Memorial Center	∌	53,005,628	50 PAC	PAC	929 N. Water St.	1969	227.217 Other
Art Memorial Center	↔	50,946,319	40 War Memorial	War Memorial	750 N. Lincoln Memorial [	1957	263 612 Other
Art Memorial Center	⇔	6,172,604	70 Villa Terrace*	Villa Terrace Grounds*	2100 N. Terrace Ave	1923	34 710 Other
Art Memorial Center	↔	5,000,000	52 PAC Complex	Peck Pavilion	929 N Water St		Other
Art Memorial Center	<del>\$</del>	1,978,336	5610 Charles Allis Art Museum*	Charles Allis Art Museum⁴	1801 N. Prospect		13 234 Other
Art Memorial Center	ક્ક	266,806	71 Villa Terrace Comfort Shelter*	Villa Terrace Grounds*	2100 N. Terrace Ave	2000	480 Other
Total Asset Value	<b>4</b>	197,994,218					
Facilities Mgt.	€	260,396,720	10 Courthouse*	Courthouse Complex*	901 N. 9th Street	1932	1 021 000 Office
Facilities Mgt.	<b>↔</b>	137,142,000	76 Criminal Justice Facility*	Courthouse Complex*	901 North 9th Street	1992	475 000 Snecial
Facilities Mgt.	<b>\$</b> >	63,382,477	30 Safety Building*	Courthouse Complex*	821 West State St.	1928	296 000 Office
Facilities Mgt.	₩	38,889,397	5000 Children's Court Center	County Grounds	10201 Watertown Plank	1962	219,539 Office
Facilities Mgt.	€	38,889,397	5080 Child and Adolescent Treatment MRMC- CATC	MRMC-CATC	9501 Watertown Plank	1973	182,787 Special
Facilities Mgt.	<del>⇔</del>	35,609,513	5605 City Campus Office*	City Campus Complex*	2711 West Wells St.	1986	158,014 Office
Facilities Mgt.	<del>69</del>	22,404,263	5290 Research Park*	M-01 Technology Innovation Cente 10437 Innovation Dr	te 10437 Innovation Dr	1915	137,247 Other
Facilities Mgt.	€9	15,833,581	37 Medical Examiner*	Community Correction*	1004 N. 10th Street	1974	73,830 Special
Facilities Mgt.	€9	1,594,204	5530 Gamex	S-04 Children's Home Annex (Garr 9722 Watertown Plank Rc	n 9722 Watertown Plank Rc	1911	15,784 Other
Facilities Mgt.	€9	1,500,000	5437 County Grounds Utility	Water Tower East (Elevated) P-04 9050 Watertown Plank Road	4 9050 Watertown Plank Road	773	Special
Facilities Mgt.	<del>⇔</del>	1,322,464	5520 Gamex	S-03 Children's Home Annex (Garr 9722 Watertown Plank Rc	п 9722 Watertown Plank Rc	1912	10,455 Other
Facilities Mgt.	↔	1,052,935	5230 County Grounds Utility	Water Resvoir - South I-8	1021 N 87th Street	1925	Special
Facilities Mgt.	€9	1,016,058	5370 County Grounds Utility	Water Tower & Pump (Elevated) N 10331 Watertown Plank F	V 10331 Waterlown Plank F	1955	462 Special
Facilities Mgt.	↔	957,212	5220 County Grounds Utility	Water Resvoir - North I - 7	1175 N 87th Street	1925	Special
Facilities Mgt.	<del>⇔</del>	902,796	5540 Gamex	S-05 Children's Home Annex (Garr 9722 Watertown Plank Rc	n 9722 Watertown Plank Rc	1911	7,356 Other
Facilities Mgt.	↔	862,041	5550 Gamex	S-06 Children's Home Annex Powe 9722 Watertown Plank Rc	re 9722 Watertown Plank Rc	1935	8,081 Other
Facilities Mgt.	<b>⇔</b>	176,790	5240 County Grounds Utility	Pump House I-10	1031 N. 87th Street	1981	1,000 Special
Facilities Mgt.	€	80,000	5371 County Grounds Utility	Electrical Substation M-16	10331 Watertown Plank F	2000	194 Special
Facilities Mgt.	<del>()</del>	80,000	5050 County Grounds Utility	Electrical Substation D - 17	9160 Watertown Plank Rc	1945	376 Special
Facilities Mgt.	↔	75,000	5500 Gamex	S-1 Childrens Home Annex (Game 9722 Watertown Plank Rd	e 9722 Watertown Plank Rd		Other
Facilities Mgt.	↔	40,759	5380 County Grounds Utility	Communication Building M-17	10335 Watertown Plank F	1955	695 Special
Facilities Mgt.	€	3,144	5270 County Grounds Utility	Water Control Station I - 14	1130 N. 87th Street	1940	45 Special
Total Asset Value	₩	622,213,751					
Fleet Maintenance	<del>(/)</del>	35,000	5565 County Grounds	Storage Shed (Gray Metal)	10320 Watertown Plank Rd		449 Operations
Fleet Maintenance	<del>\$</del>	35,000	5566 County Grounds	Storage Shed (White Wood)	10320 Watertown Plank Rd		533 Operations
Fleet Maintenance	₩	17,868	5595 County Grounds	Salt Storage Dome	10320 Watertown Plank F	1986	14,527 Operations
Fleet Maintenance	<del>\$</del>	17,000	5572 County Grounds	Storage Bldg (Gray Plywood)	10320 Watertown Plank Rd		1,487 Operations
Fleet Maintenance	↔	17,000	150 Highway Shop-North	Highway Salt Storage Shed (69)	6270 N Hopkins St		Operations

# ATTACHMENT C - Milwaukee County Asset Management List for the Comprehensive Facilities Plan RFP

Fleet Maintenance \$ Total Asset Value \$ Historical Society \$	5,000 4,000 4,000 2,066 13,065,942 933,282 518,163 129,518 <b>14,879,840</b> 5,438,477 275,000 215,000	5562 County Grounds 5585 County Grounds 5587 County Grounds 5592 County Grounds 5575 County Grounds 5577 County Grounds 5579 County Grounds 5579 County Grounds 5570 Central Garage 5570 Central Garage 5570 Central Garage 140 North Highway Repair Garage 140 North Highway Repair Garage 140 North Highway Repair Garage 1550 Trimborn Farm 3155 Trimborn Farm 3155 Trimborn Farm	Storage Sned (Green Wood) Storage Shed Storage Garage (White Alum Sid Storage Garage - DOT Storage Storage Garage - DOT Storage Storage Shed - DOT Storage Shed - East of T-14 Storage Shed - East of T-14 Storage Shed - West of T-5 Oil Storage Shed (Metal) County Grounds Highway Shop-North Highway Shop-North Highway Shop-North Storage Shed - East of T-5 Oil Storage Shed (Metal) County Grounds Highway Shop-North Highway Shop-North Storage Shop-North Highway Shop-North Shop-North Highway Shop-North	10320 Watertown Plank Rd 10320 Watertown Plank F 10320 Watertown Plank Rd 10320 Watertown Pl	1970 1968 1969 1925 1925 1913 1850 0	105 Operations 356 Operations 397 Operations 316 Operations 381 Operations 455 Operations 326 Operations 1,680 Operations 1,680 Operations 16,728 Operations 16,728 Operations 12,322 Operations 3,080 Operations 3,704 Other 3,704 Other 0 Other
orical Society \$ Total Asset Value \$	50,000 35,000 15,000 14,556 10,881	3158 Trimborn Farm 3156 Trimborn Farm 3152 Trimborn Farm 3157 Trimborn Farm 3153 Trimborn Farm	Jeremiah Curtin House 8801 W Grange Ave Wooden Bldg (Chicken Coop) 8801 W Grange Ave Milk House (Pump House) 8801 W Grange Ave Wooden Storage Bldg (Machine St 8801 W Grange Ave Stone Barn & Silos (Stable) 8801 W Grange Ave	8801 W Grange Ave 8801 W Grange Ave 8801 W Grange Ave 8801 W Grange Ave 8801 W Grange Ave	1846 0 0 1850	0 Other 0 Other 237 Other 3,704 Other 8,846 Other
<b>69 69 69 69 69 69 69 69</b>	35,184,632 5,178,206 4,825,890 2,573,194 1,529,755 1,350,827 1,220,062 1,163,943 403,303 99,223 3,509	5600 Marcia P. Coggs Human Service Marcia Coggs Human Serv.Ctr.* 1830 Rose Park Senior Center* 1845 Wilson Park Senior Center* 1990 Washington Park Senior Center* Wilson Park* 1990 Washington Park Senior Center* McGovern Park* 2950 Wil-O-Way "G" Recreational Cer Grant Park* 2680 Wil-O-Way "U" Recreation Cente Underwood Parkway* 3130 Kelly Senior Center* 3125 Kelly Nutrition Building* 2681 Wil-O-Way "G" Potting Shed* Grant Park*	Marcia Coggs Human Serv.Ctr.* Rose Park* Walson Park* Washington Park* Grant Park* Grant Park* Underwood Parkway* Warnimont Park* Underwood Parkway*	1220 W Vliet St 3045 N.Martin Luther 1600 W Howard Ave. 4420 W. Villet St. 5400 N. 51st St. 207 S. Lake Dr. 10602 W. Underwood Ave 6100S. Lake Dr. 6100 S. Lake Dr. 10602 W. Underwood Pkwy 207 S. Lake Dr.	1920 1982 1980 1974 1981 1954	222,482 Office 35,849 Other 32,727 Other 12,983 Other 10,509 Other 12,592 Other 4,290 Other 1,808 Special 48 Other

# ATTACHMENT C - Milwaukee County Asset Management List for the Comprehensive Facilities Plan RFP

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Sheriff	8.017.590	616 Training Academy	House of Correction	70 1700 0 4000	6	
Sheriff	5.550.218			0000 0 0000	2002	
Sheriff	0,000,000		nouse of Correction	8885 S 68th St	1948	36,971 Special
311000	2,156,033	Surges M	House of Correction	8885 S 68th St	1988	37,351 Special
	1,193,590	Dairy Barr	House of Correction	8885 S 68th St	1948	22,830 Special
Sheriff	1,128,801	596 Industries Building	House of Correction	8885 S. 68th Street	2004	
Sheriff	1,057,020	785 Communications Bldg	House of Correction	8885 S 68th St	2000	
		635 Warehouse (NEW)	House of Correction	8885 S 68th St	1991	
Sheriff		890 Truck Storage (Pole Bldg)	House of Correction	8885 S 68th St	1987	
Sheriff	122,683	750 Recycling Bldg (Hog House#2)	House of Correction	S 68th	1948	4 800 Shecial
Sheriff \$	104,336	620 Garage/Print Shop	House of Correction	S 68th	1948	5 500 Special
Sheriff \$	98,823	630 Greenhouse	House of Correction	S 68th	1963	3.450 Special
Sheriff \$	94,914	610 Pump House	House of Correction	8885 S 68th St	1948	1.616 Snecial
Sheriff	61,209	640 Warehouse/Maint. Storage (old F House of Correction	House of Correction	8885 S 68th St	1969	4.800 Special
Sheriff	46,679	720 Cold Storage Bldg (Slaughter Hc House of Correction	: House of Correction	8885 S 68th St	1947	2.845 Special
Sheriff	43,473	690 Property Storage Bldg (Granary) House of Correction	House of Correction	8885 S 68th St	1947	2.944 Special
Sheriff	40,960	885 Salt Shed (behind Pump House: House of Correction	House of Correction	8885 S 68th St	0	1.024 Special
Sheriff	37,404	740 Kennel (Hog Farrowing Barn)	House of Correction	8885 S 68th St	1948	1.320 Special
Sheriff	35,262	680 General Store (Machine Shed)	House of Correction	8885 S 68th St	1948	7.200 Special
Sheriff \$	29,713	830 Maintenance Garage (Nike Site) House of Correction	House of Correction	8885 S 68th St	1954	2.160 Snecial
Sheriff	451,145	611 Water Tower (100,000GL)	House of Correction	8885 S 68th St		0 100.000GL Special
Sheriff \$	94,914	860 Pump House - East Water Treat House of Correction	House of Correction	8885 S 68th St	1948	651 Special
Sheriff \$	75,000	770 Creamery and Offices	House of Correction	8885 S 68th St	1948	
Sheriff \$	40,000	760 Grounds Mtce Storage Bldg (Bul House of Correction	House of Correction	8885 S 68th St	1948	1120 Special
Sheriff \$	24,000	660 House of Correction	K-9 Unit Office (Nike Site)	8885 S 68th St	1955	469 Special
Sheriff	24,000	685 House of Correction	Diesel Fuel Storage Tank (275 gal) 8885 S. 68 th Street	I) 8885 S. 68 th Street		Special
Sheriff	23,162	594 Diesel Fuel Storage Tank (8000	_	8885 S. 68 th Street	0	0 Special
Sheriff	18,000	790 Sheriff Check-In	House of Correction	8885 S 68th St	1999	38 Special
Sheriff	2,000	810 Farm Bldg Shed	House of Correction	8885 S 68th St	1948	0 Special
Sheriff	2,000	850 Storage Shed-Right (Nike Site)	House of Correction	8885 S 68th St	1955	148 Special
	2,000	855 Storage Shed-Left (Nike Site)	House of Correction	8885 S 68th St	1955	100 Special
	2,000	5381 County Grounds	Storage Shed	10201 Watertown Plank F	2000	119 Special
	4,000	695 House of Correction	Smokehouse Storage Building	8885 S. 68 th Street		Special
	3,000		House of Correction	8885 S 68th St	1948	1200 Special
Sheriff	2,000	25 Toll Booth	State Street Parking Lot	929 N 6th St	0	. 16
Total Asset Value \$	113,422,004					